



2010 Small Business Awards

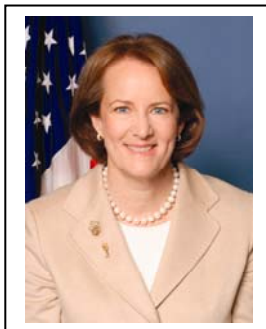
Nomination Guidelines



“During National Small Business Week, we honor the entrepreneurs and small business owners who are the engine of our economy. Their ingenuity and hard work are critical to our Nation’s prosperity...I call upon Government officials, industry leaders, and advocates across the Nation to encourage our citizens to celebrate the achievements of small business owners and encourage the creation of new businesses.”

Barack Obama
President of the United States

(2009 Small Business Week Proclamation)



Dear Supporters of America’s Small Business Community:

Every year since 1963, the President of the United States has proclaimed National Small Business Week to recognize the contributions of small businesses to the economic well-being of America. As part of National Small Business Week, the U.S. Small Business Administration recognizes this special impact made by outstanding entrepreneurs and small business owners. In 2010, National Small Business Week will honor the estimated 27.2 million small businesses in America. Small businesses are major contributors to the strength of the American economy. More than half of Americans either own

or work for a small business. They also create 60-80 percent of new jobs in the country. Small businesses drive innovation, create 21st century jobs and increase U.S. competitiveness.

During National Small Business Week, we showcase and recognize some of the most successful and inspiring of these entrepreneurs. We would ask for your assistance in finding and nominating candidates for these awards. Please take the time over the coming weeks to identify outstanding small companies in your district and to champion them through this nomination process. Through your support of the finest candidates in your region, you will be helping the most important national recognition for American small businesses.

With warmest regards,

Karen G. Mills
Administrator
U.S. Small Business Administration

2010 SBA Small Business Week AWARD GUIDELINES SUPPLEMENT FOR OKLAHOMA NOMINEES

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Who may submit nominations?

Trade associations, chambers of commerce and business organizations frequently sponsor candidates. A business owner may also nominate themselves or other candidates.

For more information

Please contact Darla Booker, darla.booker@sba.gov, 405-609-8012.

Check www.sba.gov/ok for award forms, tips for writing nomination packages, and **complete SBA Nomination Guidelines** for information on other 2010 awards, including:

SBA Phoenix Awards - Disaster Recovery

SBA Federal Procurement Awards - Small Business Prime Contractor of the Year, Small Business Subcontractor of the Year, Dwight D. Eisenhower Award for Excellence, Gold Star, Frances Perkins Vanguard and others.

Nominations due on or before **Friday, November 13, 2009** to:

SBA Oklahoma District
2010 Small Business Week Awards
301 N.W 6th Street, Suite 116
Oklahoma City, OK 73102
405-609-8000

2010 SBA Oklahoma Small Business Person of the Year

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Individuals who have received the small business person award at the state level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred.

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners’ return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

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2010 SBA Oklahoma Small Business Person of the Year (continued)

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
 - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.);
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper - for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Financial Services Champion of the Year

Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

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1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Home-Based Business Champion of the Year

Individuals who have experienced the rewards and difficulties of owning a home-based business and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

What information must the nomination package contain?

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1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Minority Small Business Champion of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Veteran Small Business Champion of the Year

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Women in Business Champion of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Entrepreneurial Success Award

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as “small” under the applicable SBA size standards, developed into a large business and must have received SBA assistance. Nominees must also be residents of and employed in the United States or its territories.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 1 1/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For “team” nominations for this award, a background form is required for each team member.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee’s company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee’s financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2” x 11” paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Entrepreneurial Success Award (continued)

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. SBA Assistance — documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

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2010 SBA Oklahoma Small Business Exporter of the Year

Any individual who owns and operates a small business engaged in exporting may be nominated.

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).
11. A description of the products exported and markets served.

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2010 SBA Oklahoma Young Entrepreneur of the Year

To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2010.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

What information must the nomination package contain?

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2010 SBA Oklahoma Jeffrey Butland Family-Owned Business of the Year

This award honors a family-owned and operated business which has been passed on from one generation to another. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

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1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

Nominations due on or before **Friday, November 13, 2009** to:

SBA Oklahoma District
 2010 Small Business Week Awards
 301 N.W 6th Street, Suite 116
 Oklahoma City, OK 73102
 405-609-8000